

**DEPARTMENT OF LABOR  
EMPLOYMENT OPPORTUNITY  
Information Technology Analyst 1 (EU 23)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE  
BOTTOM OF THIS PAGE!**

**Open To:** Candidates on the current exam list  
**Location:** 200 Folly Brook Boulevard, Wethersfield, CT 06109  
**Hours:** 8:30 a.m. to 4:00 p.m. (35 hours weekly)  
**Salary:** \$55,544 (*employees new to state service start at the minimum salary*)  
**Job Posting No:** 584  
**Closing Date:** November 1, 2013

**Eligibility Requirement:** **Candidates must have applied for and passed the Information Technology Analyst 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

**EXAMPLES OF DUTIES:** Assists in the support and maintenance of multiple Tax Division and Unemployment Insurance (UI) applications. Including, but not limited to, Electronic Document Management System (EDMS) applications which are critical to the daily operations of the Agency, the FACT Audit System and a magnetic media processing system (Mag Media) developed in the .Net environment; Support and maintenance of a variety of small-scale .Net business applications; Assists application developer in analysis, design and development of information systems, while adhering to State's systems development lifecycle; Responsible for analyzing and documenting business requirements, acting as a liaison between technical staff, users and vendors regarding basic application design and modifications; ensures timely completion of all phases of development projects; customizes software applications to meet user requirements; designs screens, forms and reports; defines data elements; performs system tests; prepares project plans and time and cost estimates; documents system specifications; develops tables and relationships; arranges necessary hardware and software availability; provides for preparation and maintenance of documentation and manuals necessary at customer and operational levels; coordinates and/or provides customer support as needed; prepares progress reports; prepares program specifications and test data for own work; performs unit and/or system tests; debugs and/or corrects errors; maintains and enhances existing programs; uses programmer productivity tools; performs related duties as required.

**Preferred Skills and Ability:** The ideal candidate must be able to excel in a rapidly changing environment. The ideal candidates must have general development experience in .Net disciplines, excellent oral and written communication skills. Working knowledge of FileNet, FileNet Capture and Right Fax (ingoing and outgoing faxing). Must possess considerable knowledge of at least three or more of the following: .Net Disciplines, DB2, SQL Server, database administration, Web development using .Net assemblies, XML, SOA Framework. Additionally candidates should possess a working knowledge in object oriented programming, relational databases, MS Project, MS Visio, Change Management, application design processes, system development methodologies (SDMs) and Microsoft architecture.

*The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.*

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Examination or Employment (CT-HR-12) and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. In addition, if you are not a Department of Labor applicant you will need to complete and sign the Addendum to the Application for Examination or Employment (CT-HR-13). Current state employees are required to submit their last two service ratings **and** copies of their last two years of attendance records (2012 & 2013). The CT-HR-12 and CT-HR-13 can be downloaded from the DAS website at <http://das.ct.gov/employment>. Application packages will not be considered without these documents. Missing or incomplete application material will not be considered. Submit via mail or fax to:

**Department of Labor  
Human Resources Office  
200 Folly Brook Boulevard  
Wethersfield, CT 06109  
FAX (860) 263-6699**

**\*\*Please note:** If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR  
Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant’s Name (Last, First, Middle): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: (     ) \_\_\_\_\_

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

_____	_____
Date Signed	Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

_____	_____
Date Signed	Signature of Applicant

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

[http://www.ct.gov/ethics/lib/ethics/guides/2012/public\\_officials\\_and\\_state\\_employees\\_guide\\_december\\_2012\\_rev.pdf](http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf)

**\*\*Important note: Any modifications to this form will NOT be accepted.**